

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, December 10, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Adm. Geick, Atty. Truman, T. Pinion, M. Hardy, W. Peterson, K. Stieve, Josh Hecht, Tim Luger, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of November 26, 2019.

Moved by Petty, seconded by Wedekind and carried to approve the agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS**

- The Mayor introduced City Administrator Kennie Downing.

**PUBLIC HEARINGS** – *None Scheduled.*

**PUBLIC INVITED TO SPEAK** – No one spoke.

**MAYOR'S BUSINESS**

- The Mayor recognized the following fire personnel on their anniversaries with the Baraboo Fire Department. Congratulations to each of you for all your contributions, dedication, and commitment to the citizens of Baraboo.

**5 Years of Service**

Denise Schreiner

**10 Years of Service**

Josh Hecht

Jerry Shipper

**15 Years of Service**

Tyler Greenwood

**20 Years of Service**

Tim Luger

- The Mayor congratulated Rob Klein on his retirement from the Water Department. Thank you Rob!
- The Mayor also congratulated Mike Hardy, Park & Recreation Director on his 10<sup>th</sup> anniversary with the City. Congratulations Mike!
- The Common Council will hold a Special Meeting on Tuesday, December 17<sup>th</sup> at **7:00** p.m. for a presentation by BakerTilly on BDAS (Baraboo District Ambulance Service) Financial Audit.
- 2020 Census Reminder

**CONSENT AGENDA**

**Resolution No. 19-139**

THAT the Accounts Payable, in the amount of \$ 492,125.55 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 19-140**

THAT the City Clerk be authorized to issue the following Liquor Licenses:

Liquor License, as amended:

- Kwik Trip #855 (South Blvd), Change of Agent
- Baraboo Young Professionals, Night Market, 12-20-2019

**Resolution No. 19-141**

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Amy Bible, Sauk County Agricultural Society (NEW)
- Tara Greenwood, Sauk County Agricultural Society (NEW)
- Tammy Salaja, Casey's (NEW)
- Nancy Meiller, Bekah Kate's (NEW)
- Joshua Ertel, Wal-Mart (RENEWAL)

**Resolution No. 19-142**

THAT, Mike Yount be appointed to the Business Improvement District (BID) to fill the unexpired term of Lacey Steffes, serving until April 30, 2022.

Moved by Kolb, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

**NEW BUSINESS - RESOLUTIONS**

**Resolution No. 19-143**

WHEREAS, Wisconsin Statute 7.30 requires that election inspectors be named prior to December 31<sup>st</sup> of all odd numbered years.

NOW THEREFORE BE IT RESOLVED that the following election officials are appointed for 2020-2021 elections.

Adkins	Ann	Goethel	Terry	Reith	Judith
Allen	Karen	Hendricks	Terri	Rogers	Donald
Alt	Dorothy	Jackson	Sandra	Rogers	Jean
Barrix	Tom	Jauch	Robert	Roth	Geraldine
Boback	Rosemary	Kaney	Gaynold	Sauey	Bonnie
Botham	Stephen	Kasper	Virginia	Shogren	Raymonda
Briggs	Judith	Kingery	Patricia	Slinde	Cheryl
Burgess	Joyce	Kingery	Vernon	Smith	Dennis
Burton	Ann	Kluge	Marla	Spencer	Judy
Caffisch	Craig	Kluge	Dennis	Stavnav	Marilyn
Christiansen	Stephanie	Kramer	Terry	Steiner	Patte
Clark	Sara	Krueger	Geraldine	Steiner	Duane
Crawford	Jackie	Lombard	Andrea	Sturgis	June
Dagnon	Nanette	Marking	Jeanne	Teasdale	Kathryn
Edwards	Mary	O'Keefe	Tim	Vogel	Debra
Ellington	Judy	Paape	Deb	Voltz	Marilyn
Ellis	Andy	Petrie	Mary	Weis	Donna
Ellis	Jane	Pointon	Alonna	Wick	Bonnie
Elsen	Mary Pat	Pollard	Lila	Wiegand	Victoria
Fletcher	John	Pollard	Tom	Zimprich	Laurana
Frank	Charlene	Quandt	Beverly		
Gilmore	Elsie	Rau	Judith		

**Board of Canvassers**

Ann Adkins  
Mary Petrie  
Stephanie Christiansen

**Tabulator Alternates**

Lori Laux  
Bonnie Mecker  
Jessie Atkinson  
Cynthia Haggard

FURTHER, that the election worker wages be set at \$9.50 per hour for election inspectors and \$10.50 per hour for chairpersons effective January 1, 2020.

Moved by Petty, seconded by Ellington and carried that **Resolution No. 19-143** be approved-9 ayes.

**Resolution No. 19-144**

To approve the contract with Donohue & Associates, Inc. for the Construction Administration services of the Oak Street Booster Station Electrical Upgrade for the not to exceed amount of \$23,255.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 19-144** be approved-9 ayes.

**Resolution No. 19-145**

THAT the low bid of Pieper Electric in the amount of \$247,748 is hereby accepted for the replacement of the electrical system of the booster station and all other bids are rejected, and

Moved by Wedekind, seconded by Alt and carried that **Resolution No. 19-145** be approved-9 ayes.

**Resolution No. 19-146**

To approve the contract with SEH Inc. for the Baraboo Utilities Design services of the WisDOT Hwy 33 reconstruction for a lump sum amount of \$99,500.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 19-146** be approved-9 ayes.

**Resolution No. 19-147**

To approve the contract with Allen Steele Company Inc. for the construction of the Mill Race Water Main & Sanitary Sewer River Crossing Replacement at a cost of \$245,415.40.

Moved by Ellington, seconded by Plautz and carried that **Resolution No. 19-147** be approved-9 ayes.

**Resolution No. 19-148**

To authorize the City Administrator and City Clerk to enter into a contract with Sunrise Property Care, LLC, for contracted snow removal in the City on private properties who do not remove snow/ ice per §8.05 of the Baraboo Municipal Code for the CY 2020/2021.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 19-148** be approved-9 ayes.

**NEW BUSINESS - ORDINANCES**

Moved by Ellington, seconded by Plautz and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2539** creating Ordinance §7.09(3)(d)(21) relating to a parking restriction on the south side of 4<sup>th</sup> Avenue between Broadway & Birch Street.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 7.09(3) is hereby revised as follows:

**7.09 Parking Restrictions**

- (3) LIMITED TIME PARKING.

- (d) Two Hours except where a 15 minute or 30 minute time period is specified under subs. (3)(a) and (3)(b) above. (1932 02/24/98, 2520 5/28/2019)

21. The south side of 4<sup>th</sup> Avenue, from Broadway to Birch.

- (f) Eight Hours. At all hours of the day, except on Saturdays, Sundays and legal holidays, no person shall park a vehicle for any longer than eight hours upon the following streets or portions thereof: (2520 5/28/2019)

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Kolb, seconded by Wedekind to Suspend §2.04(12) of the Municipal Code to not require a 2<sup>nd</sup> reading of **Ordinance No. 2539**. Motion carried unanimously.

### **ADMINISTRATOR AND COUNCIL COMMENTS**

Adm. Downing reminded residents of the holiday garbage and recycling schedule. If your regular day is December 24<sup>th</sup>, garbage and recycling will be picked up on December 23<sup>rd</sup>. If your regular day is December 25<sup>th</sup>, garbage and recycling will be picked up on December 26<sup>th</sup>.

Ald. Petty welcomed both Adm. Downing and Ald. Kent.

### **REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:** Building Inspection, November 2019  
Airport, November 2019

- **Minutes from the Following Meetings:**

**Finance/Personnel Committee–Dennis Thurow Committee Room, #205**

**November 26, 2019**

**Members Present:** Petty, Thurow, Vacant

**Absent:**

**Others Present:** Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, K. Downing, K. Stieve, W. Peterson, M. Schauf

**Call to Order** –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law.

Moved by Petty, seconded by Thurow to approve the minutes of November 12, 2019 and carried unanimously. Moved by Petty, seconded by Thurow to approve the agenda and carried unanimously.

### **Action Items**

- a) **Accounts Payable** – Moved by Petty seconded by Thurow to recommend to Council for approval of the accounts payable for **\$1,621,547.44**. Motion carried unanimously.
- b) **Approve the 2020 Budgets:** The Committee reviewed the following budgets:
  - o **Alma Waite, \$26,313** Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
  - o **Airport, \$320,401** Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
  - o **Sanitary Sewer Utility, \$1,756,963 and set the User Charges** W. Peterson noted that they are requesting a 2% increase in revenue for 2020; this equates to an increase of approximately \$6 per year for residential customers. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
  - o **Water Utility, \$2,428,591** W. Peterson explained that the budget increase is due to the significant amount of large projects planned for next year. There will be no water rate increases. They will be using some unrestricted reserve funds to balance the budget. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
  - o **Stormwater Utility, \$786,329** W. Peterson stated that there are no increases for stormwater fees. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
  - o **Tax Incremental Finance (TIF) Funds for the four Tax Incremental Districts (TIDs)** C. Haggard noted that the City currently has 4 TID Districts. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.

- o Funds with sources of revenue other than levy: C. Haggard explained that the Street Lighting Charge, new for 2020, will have its own fund. All of these funds are self-supporting funds, outside the levy.

a.

Taxi

k. Unfunded Pension Liability

b. Street Lighting

l. UW Campus

c. Park Impact/Development

m. Kuenzi Estate

d. Public Safety Impact Fees

n. Library Segregated

e. Lead LSL Funds

o. Library Building Fund

f. Fire Equipment Replacement

p. Park Segregated

g. Emergency Mgmt. Equipment Fund

q. Oschner Park House

h. Land Development

r. Firefighters Retirement Fund

i. Capital Equipment Fund

s. Friends of the Library

j. Liability Insurance

Moved by Petty to approve all funds, seconded by Thurow to recommend to Council for approval.

Motion carried unanimously.

- o Business Improvement District budget for \$47,900 and assessments to be levied Adm. Geick noted that this budget is the same as previous years. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- o Tax levy for \$8,789,324 and adopt the 2020 City Budget for a total of \$18,847,349 C. Haggard noted that this includes the General Fund family of operating, debt service, and capital. This will establish the levy of \$8,789,324. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- c) Approve the Annual Weights and Measures Assessments for 2019 City Clerk B. Zeman explained to the committee that she has found that businesses within the City of Baraboo that have register scanners are not being treated the same. Because of this, she is proposing that all businesses that have devices, such as a timer, a scale, a liquid measuring device, etc. continue to be invoiced based on the devices they have and the inspections completed by the State. These businesses will be required to obtain the annual Weights & Measures license from the City. Those businesses with only register scanners will be invoiced solely based on the inspections completed by the State and not required to obtain the Weights & Measures license. For these businesses, any business that does not have an inspection will not receive an invoice. Any business within the City of Baraboo that has either a device or a register scanner can be inspected by the State. Moved by Petty, seconded by Thurow to recommend to Council for approval. Motion carried unanimously.
- d) Approve writing off uncollectible accounts The Committee reviewed the list of uncollectible accounts indicating \$1,669.23 of medical transport fees and \$105.05 of CDA accounts receivable. Moved by Petty, seconded by Thurow and carried unanimously to write off the uncollectible accounts.
- e) Appoint CSOs John Statz and Allison Goetz as Humane Officer for the City of Baraboo Chief M. Schauf explained that per State Statutes, with final approval from the Common Council, he can appoint a Humane Officer. Because this became effective December 1, 1999 and we have not had to re-certify a humane officer since 1997, we were not aware of the requirement for this official appointment. Moved by Petty, seconded by Thurow to recommend the appointment of Humane Officers to Council for approval. Motion carried unanimously.

Informational Items – None.

Adjournment – Moved by Petty, seconded by Thurow and carried to adjourn at 6:19pm.

- Copies of these meeting minutes are on file in the Clerk's office:

Library

11-19-19

CDA

11-5-19

Emergency Mgmt.

10-24-19

- Petitions & Correspondence Being Referred: None.

## ADJOURNMENT

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:24pm.